



Hiring Training Guide For HRIS Reps

Overview of Team Minneapolis Hires

Position Control Integration

Hiring Managers – Submit a Hire

HRIS Reps – Approve a Hire

HR – Authorize a Hire

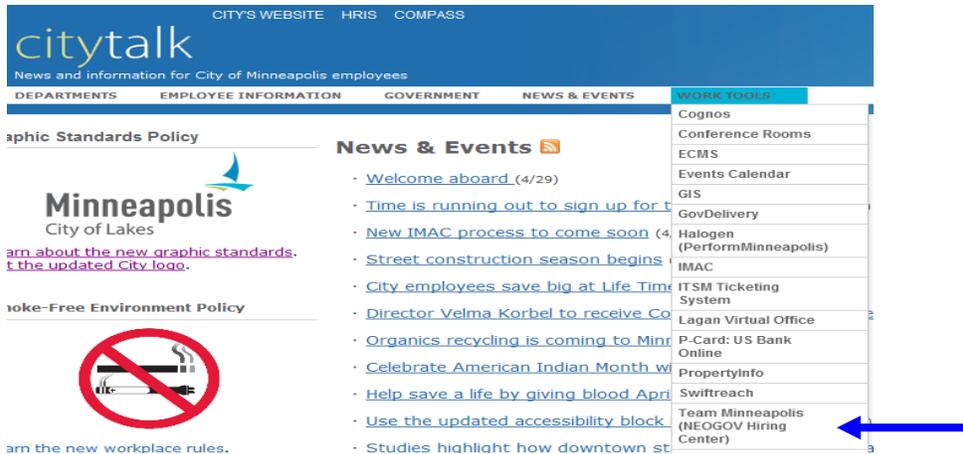
New Hire Integration

Post-Hire and Trouble-shooting

The City of Minneapolis utilizes the applicant tracking system and online application developed by NEOGOV.

Logging into NEOGOV Online Hiring Center (OHC)

1. From CityTalk, click on Team Minneapolis under the Work Tools header.



2. Enter your Login User name and Password. (Your username is your City of Minneapolis email address in all lower case letters, and a password of your creation.)

The screenshot shows a login form with two input fields: 'Username' and 'Password'. Two blue arrows point to these fields from the left. Below the fields are links for 'Forgot username?' and 'Forgot your password?'. At the bottom of the form is a blue button labeled 'Sign In »'.

3. If you forget your password, click the Forgot your password? link and enter the requested information. You will receive an email from NEOGOV with a link to reset your password.
- 4.

Overview of Team Minneapolis Hires

Personnel Transactions Coming Through Team Minneapolis

Currently, Team Minneapolis is being used for the following types of hires:

- New hires – regular, seasonal, certified, classified, grant
- Rehires – regular, seasonal, certified, classified, grant
- Promotions
- Demotions – voluntary
- Transfers
- Recall from layoff (not seasonal)

The only temporary hires coming through Team Minneapolis at this time will be for Urban Scholars in May, 2015.

Beginning in the fall of 2015 and continuing into 2016, the following types of hires will be integrated into Team Minneapolis:

- Appointed – legislative
- Interns
- Temporary/permit
- Possibly Election Judges

The following types of hires or other personnel actions will not be processed through Team Minneapolis:

- Elected
- Appointed -- political
- Step-up students
- Summer youth
- Other Boards or Agencies (Park Board, MBC, etc)
- Outside Trades
- Details or additional assignments
- Involuntary or disciplinary demotions

Position Control Integration

Hiring By Position Number or Job Code

With few exceptions, hires coming through Team Minneapolis must be associated with a budgeted, approved and valid position number.

The main exception in 2015 will be for Urban Scholars, who will be hired to a Job Code, as no position numbers currently exist for Urban Scholars.

4010 records found.

Page 1 of 161

<< Previous Page 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 Next Page >>

Code	Position Title	Department	Division	Requisition	Active
00008083	311 Operations Manager-C	311	311 Call Center		Yes
00003268	911 Dispatcher - C	911	Emergency Communications		Yes
00003249	911 Dispatcher - C	911	Emergency Communications		Yes
00002569	911 Dispatcher - C	911	Emergency Communications		Yes
00002573	911 Dispatcher - C	911	Emergency Communications		Yes
00002574	911 Dispatcher - C	911	Emergency Communications		Yes
00002576	911 Dispatcher - C	911	Emergency Communications		Yes
00002579	911 Dispatcher - C	911	Emergency Communications		Yes
00002580	911 Dispatcher - C	911	Emergency Communications		Yes
00002583	911 Dispatcher - C	911	Emergency Communications		Yes
00002584	911 Dispatcher - C	911	Emergency Communications		Yes

Maintaining Position Data in Team Minneapolis

- The following information is derived from each position number in HRIS:

Job Code	Regular/Seasonal Status	Full/Part-Time/Intermittent
Certified/Uncertified	Union Code	Department
Division	Reports To	Salary Plan
Standard Hours	FLSA Status	Head Count
Classified Indicator		

- Accurate position data is a key requirement in order to facilitate the automated hiring process from Team Minneapolis into HRIS.
- Changes to position data in HRIS is updated every hour in Team Minneapolis. Position data cannot be updated directly in Team Minneapolis. Changes and new positions must first be entered in HRIS by HRTS staff.
- Position numbers for each vacancy being filled are attached to requisitions. For position numbers that allow multiple incumbents (i.e., Bell Curve), the single position number can be used to hire up to the allowable maximum head count. If position numbers aren't known at the beginning of the recruitment process, the position number(s) field should be left blank. This field cannot be edited once it is populated. Position numbers can then be added prior to hiring.

5. Positions do not need to be vacant to begin the recruitment process.

Class Title: **Accountant II -C**
 Class Code: **00220C**
 Creator: **Krueger, Deb**

Desired Start Date:	<input type="text" value="3/30/2015"/>														
• Requisition #:	[assigned when requisition is saved]														
Working Title:	<input type="text"/>														
Vacancies:	<input type="text" value="1"/>														
• Department:	Finance & Property Services														
Location Code:	Finance Managerial Acctg Budget														
Position:	00001792 - Accountant II-C														
• Hiring Managers:	<table border="1"> <tr> <td>Available:</td> <td>Assigned:</td> </tr> <tr> <td>Salami, Hassan</td> <td>Westman, Lisa</td> </tr> <tr> <td>Toal, Beth</td> <td></td> </tr> <tr> <td>Villarreal, Daniel</td> <td></td> </tr> <tr> <td>Waryan, Katherine</td> <td></td> </tr> <tr> <td>Wilson, Krista</td> <td></td> </tr> <tr> <td>Xiong, Destiny</td> <td></td> </tr> </table>	Available:	Assigned:	Salami, Hassan	Westman, Lisa	Toal, Beth		Villarreal, Daniel		Waryan, Katherine		Wilson, Krista		Xiong, Destiny	
Available:	Assigned:														
Salami, Hassan	Westman, Lisa														
Toal, Beth															
Villarreal, Daniel															
Waryan, Katherine															
Wilson, Krista															
Xiong, Destiny															
Job Term:	Full-time														
List Type:	Regular														
Skills:	<input type="text"/>														
Comments:	CPA highly preferred. Please advertise on the GFOA website. I would like this open for application for 3 weeks.														

6. Information that isn't associated with a position number, but is required in order to complete the automated hiring process in HRIS, will be completed by HR, including:

- **Pay Group**
- **Officer Code**
- **FICA Status**

This information will be completed on the requisition by a member of the HR Generalist Team assigned to the department.

7. Data on a requisition that is different than data associated with a position number in HRIS **will not** be processed with the hire record. When the position number is added to the Job Data record, all associated data associated with that position number will automatically default.

Hiring Steps -- Overview



Hiring Managers – Submit a Hire

1. Hiring managers will process candidates through the post-certification steps:
 - a. Schedule interviews
 - b. Make a job offer(s)
 - c. Submit a candidate for hire – **this step MUST be completed by the hiring manager, not a proxy!** The hiring audit trail will identify the hiring manager as the authorizing of the hire, which substitutes a signature on paper hire form.

Referred (5)		Interview Scheduled (1)		Offer Pending (3)		Hired (3)		Rejected (0)	
<input type="checkbox"/>	Name	Master Profile	Current Employee	Referral Code	Action Date	Referral Expires	Total Rank		
<input type="checkbox"/>	Brooks, Pamela	View		000006	08/24/14	8/18/2015	1		
<input type="checkbox"/>	Cole, Antonio	View	•	000006	08/24/14	8/18/2015	4		
<input type="checkbox"/>	Collins, Helen	View	•	000006	08/24/14	8/18/2015	5		
<input type="checkbox"/>	Cox, Ralph	View		000006	08/24/14	8/18/2015	6		
<input type="checkbox"/>	Butler, Walter	View		000006	08/24/14	8/18/2015	7		

2. When submitting a hire, some requisition position information defaults into the hire form header. The hiring manager selects one position number per candidate from those available. The available position numbers default from positions listed on the requisition.

Requisition #	2014-00003	Job Type	Full-time
Requisition Title	Public Works Service Worker I	Vacancies	6
Working Title		HR Analyst	Test User, CiMinn UAT
Department	PW-Transportation Maint & Repair	HR Analyst Phone	3106585742
Division	Street Maint & Repair	HR Originator	Test User, CiMinn UAT
Positions	0000022	HR Originator Phone	3106585742

→ Position:

Position Code	0000022
Position Title	Public Works Service Wkr I-C
Type	Full-time
Status	Approved
Reports To	00000270 - District Street Supv III - C
Standard Hours	40
Head Count	1/1
FTE	1.00/1.00

- Additional position data populates based on the specific position number selected (i.e., reports to).

Name:	Barbara Campbell
Status:	Hired
- Offer Date:	09/04/14
Offer Amount: \$	22.60
Bonus Amount: \$	0.00
- Answer Date:	03/24/15
- Filled On Date:	03/24/15
- Start Date:	4/24/2015
Orientation Date:	03/24/15
Keep Active on Eligible List:	No
Comments:	Salary Authorization for Step 3 has been approved by Steve Kotke.
Expected End Date:	
- Action/Action Reason:	Hire, New Hire - Regular
- Salary Step:	3
Earnings Distribution % - 1:	100
Earnings Distribution % - 2:	
Combo Code 1:	00100880200--
Combo Code 2:	
Probationary Date:	4/24/2016
Supervisor ID:	
No Approvals	<input type="checkbox"/>
Approval 1	HRIS Rep
	Admin, NEOGOV

The hiring manager completes the rest of the hire form.

ALL HIRES WILL HAVE AN APPROVAL STEP.

The department’s HRIS Rep will be Approval 1. Click on the name of the HRIS Rep (even if only one is displayed). HRIS Reps listed will be those who have security access to that specific department.

“Save and Release” sends the hire to the HRIS Rep for approval.

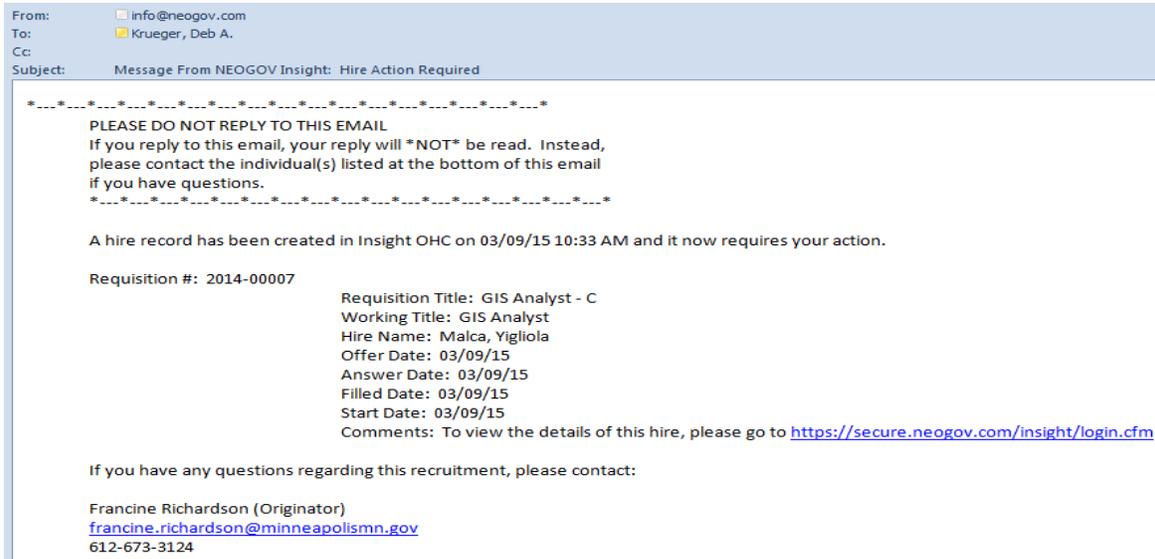
Attachments: [Add New](#)

Attachment Title	Date Uploaded	File Name
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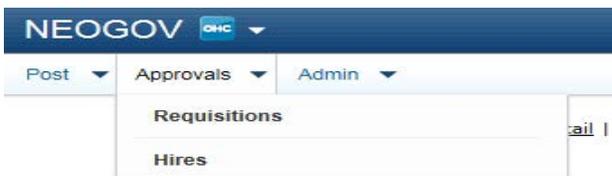
- Attachments:** After saving the hire record, the hiring manager should be instructed to upload applicable attachments to that hire record – Salary Authorization Approval Forms, Accelerated Vacation Approval Forms, signed job offer letters, etc.

HRIS Reps – Approve a Hire

1. The assigned HRIS Rep will receive an email from NEOGOV alerting them that a hire approval is required.



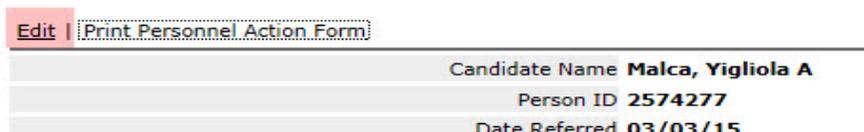
2. To approve a hire, hover over “Approvals” in the top toolbar area, and click “Hires”.



3. Click on the “Details” link in the Hire column to review the hire form details.

Req #	Title	Department	Location Code	Hire Name	Start Date	Hire	Steps	Action
2014-00007	GIS Analyst	PW - WATER TREA...	PW Water Engine...	Malca, Yigliola	03/09/15	Details	Show	Approve/Deny History
2015-00015	Program Assistant Non-Supervisory (Elections)	CITY CLERK	City Clerk/Elec...	Adams, Justin	04/06/15	Details	Show	Approve/Deny History
2015-00015	Program Assistant Non-Supervisory (Elections)	CITY CLERK	City Clerk/Elec...	Suciu, Barbara	04/13/15	Details	Show	Approve/Deny History

4. Click “Edit” to open up the hire form fields for editing as needed. The Personnel Action Form (aka Hire Form) can be printed from this page.



- The position number assigned to an individual candidate cannot be changed! If the position number is incorrect, contact the HR Analyst listed for assistance.

→
Position: == Select One ==
←

	Name: Earl Adams
	Status: Hired
	* Offer Date: 08/24/14
	Offer Amount: \$ 22.12

6. Edit missing or incorrect information.

	Name: Elizabeth Beckenfield
	Status: Hired
	* Offer Date: 03/25/15
	Offer Amount: \$ 22.50
	Bonus Amount: \$
	* Answer Date: 03/25/15
	* Filled On Date: 03/25/15
	* Start Date: 05/01/15
	Orientation Date: 03/25/15
	Keep Active on Eligible List: No
	Comments: <small>2500 character limit</small>
	Expected End Date:
	* Action/Action Reason: Hire, New Hire - Regular
	* Salary Step: 2
	Earnings Distribution % - 1: 50
	Earnings Distribution % - 2: 50
	Combo Code #1 (funding string): 001008150200--
	Combo Code #2: 064008150300--
	Probationary Date: 05/01/2016
	Supervisor ID:
	Approval History View History

Offer Amount: The hourly or annual salary associated with the step offered.

Bonus Amount: The annual Market Rate Adjustment amount being offered, if applicable.

Start Date

Expected End Date: Will only be used as the end date for Urban Scholars.

Action/Action Reason: These codes also kick off benefits events, so it is important that the correct code is chosen for the type of hire.

Salary Step: The step in the salary range offered.

Earnings Distribution Percentages: Up to two are available. For positions requiring more than two, the additional rows will need to be added after the hire is completed in HRIS. Numeric field only.

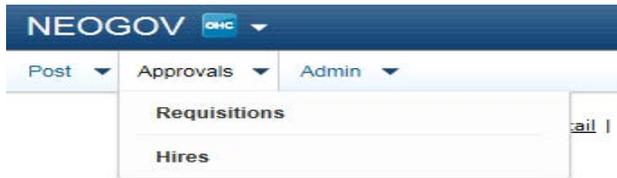
Combo Code: The payroll funding string(s). Up to two are available. Additional rows will need to be added after the hire is completed if necessary.

Format: Fund (5 digits), Department (7 digits), Project, Task. A dash (-) is entered if there is no Project and/or no Task.

Probationary Date: Per contract or Commission Rules for the type of hire. Enter the date for the end of the probationary period.

Supervisor ID: ONLY USED FOR URBAN SCHOLARS. It is the employee ID of the person supervising them.

- After verifying that all of the information on the hire form is complete and accurate, go back to “Approvals” and “Hires” menu.



- Click on the “Approve/Deny” link in the Action column.

Req #	Title	Department	Division	Hire Name	Start Date	Hire	Steps	Action
2014-00105		Police Departme...	Police	Holmes, Peter	02/10/15	Details	Show	Approve/Deny History
2015000-2		PW - Traffic an...	PW Transp Off S...	Black, Lady	01/08/15	Details	Show	Approve/Deny History

- Select Approve, enter appropriate comments, and click Save.

Hire Name	Malca, Yigliola	Start Date	03/09/15
Requisition #	2014-00007	Job Type	Full-time
Requisition Title	GIS Analyst - C	Vacancies	1
Working Title	GIS Analyst	HR Analyst	Richardson, Francine
Department	PW - WATER TREATMENT & DISTR.	HR Analyst Phone	612-673-3124
Division	PW Water Engineering	HR Originator	Richardson, Francine
Positions	00003295	HR Originator Phone	612-673-3124

• Required

• Approve/Deny

Comments

Approve

Deny

- The hire is now routed to the HR Analyst assigned to the requisition for their final authorization.

HR – Authorize a Hire

HR will verify three sets of data prior to finalizing and authorizing a hire:

1. **Requisition** – verifies that all of the requisition fields are complete and accurate (most of the job/position data comes from the requisition).
2. **Applicant Data** - verifies that applicant data is complete and accurate, including:
 - a. Legal name, in proper upper and lower case letters, including middle initial.
 - b. Employee IDs are attached to current and former employees. Badge ID numbers can be entered as the employee ID for new Police sworn hires.
 - c. Ethnicity and gender
 - d. Military status
3. **Hire Form** – verifies that the hire information reviewed by the hiring manager and HRIS Rep is complete and accurate. In addition, HR will add the following required confidential applicant fields:
 - a. Social Security Number (verifying it doesn't already exist in HRIS)
 - b. Date of Birth
 - c. Marital Status

The screenshot displays a detailed HRIS form for a hire record. Key fields include:

- Name:** Elizabeth Beckenfield
- Status:** Hired
- Offer Date:** 03/04/15
- Offer Amount:** \$ 23.19
- Bonus Amount:** \$ 0.00
- Answer Date:** 03/04/15
- Filled On Date:** 03/04/15
- Start Date:** 05/15/15
- Orientation Date:** 03/04/15
- Keep Active on Eligible List:** No
- Comments:** 2500 character limit
- SSN:** 477-44-4444
- Expected End Date:** (empty)
- Action/Action Reason:** Hire, New Hire - Regular
- Date of Birth:** 4/1/1990
- Marital Status:** Single (selected)
- Salary Step:** 2
- Earnings Distribution % - 1:** 100
- Earnings Distribution % - 2:** (empty)
- Combo Code #1 (funding string):** 001004003300--
- Combo Code #2:** (empty)
- Probationary Date:** 5/15/2018
- Supervisor ID:** (empty)
- Approval History:** View History
- Approval 1 HRIS Rep:** Krueger, Deb
- Received:** 03/04/15 03:13 PM
- APPROVED BY:** DEB KRUEGER
- ON:** 03/25/15 10:51 PM
- Final Authorization:** Awaiting authorization

Buttons at the bottom include "Save" and "Save and Authorize".

4. When the HR Analyst clicks "Save and Authorize", this hire record is marked for export to HRIS.

New Hire Integration

Team Minneapolis is being used to facilitate an automated hiring process. An integration has been built that will upload hire data from Team Minneapolis into HRIS directly and electronically.

Export File

- At 8:00 p.m. daily, Team Minneapolis compiles all hire records authorized within the past 24 hours, and automatically sends the file through a secure server

Action Reason	Class Code	Person ID	First Name	Middle Initial	Last Name	Date of Birth	Address 1	Address 2	City	State
HIRCSN	08568C	17534684	Ralph	J	Cox	5/12/1985	4887 Belfort Road	Suite 2000	Jacksonville	FL
REHREG	08170C	17534970	Michael	C	Monson	4/20/1981	7188 Jaybird Trail		Lakeville	MN
PROCSC	08568C	17534971	Robert		Burnett	5/29/1955	1222 Dayton Bluffs Drive		Mendota Heights	MN
PROCSC	08568C	17535482	Nathan	D	Thompson	1/21/1974	18891 Vickers St. NE		Bethel	MN

- At 9:00 p.m., HRIS has been programmed (through the HRIS Component Interface) to upload the export file from the City’s secure server and update or create new Job Data records.
- The Component Interface program will enter hire data field-by-field as though a person were entering the data. This allows for data validation when certain key pieces of data are entered.
 - For instance, when the position number is entered, the program will tab out of that field so that all of the other information tied to that specific position number is defaulted into the applicable Job Data fields (i.e., Department, Location, Reports To, Standard Hours).
- Accurate position data in HRIS is key to having a successful automated hiring process!**

Position data from HRIS is uploaded to Team Minneapolis

That same position data is uploaded back into HRIS from Team Minneapolis into a Job Data record

Job Data records will only reflect position data as accurately as that data is maintained in HRIS.

- Any changes or updates made to position data in Team Minneapolis will be over-riden by the default position data as it resides in the position management tables in HRIS.

Wrap Up

Error Reports

The HRIS Component Interface program will send an email to HR if a hire fails to be uploaded. HR will work to identify and correct the hire information that is causing the error, and the hire will be re-authorized through Team Minneapolis.

Job Data Corrections

There are known instances when HRTS staff will need to make corrections to a Job Data record, including:

- More than two rows of Earnings Distribution codes are required
- Citizenship Status is something other than U.S. Citizen
- Under-fill a position
- Leave Accrual Date changes for accelerated vacation
- Data is valid, but inaccurate

Employee ID and Paperwork:

1. **Employee ID:** There is minimal manual data entry required. A new hire employee ID will be generated at 9:00 p.m. following the final HR authorization of a hire. The employee ID is required to submit an IMAC for phone and computer access for the new hire. However, there is no automated notification of what the assigned employee ID number is from HRIS. HR will notify the hiring manager and HRIS Rep of the employee ID.
2. **Paperwork:** The Hire Form (PAF) in Team Minneapolis will replace the New Hire Form and Employee Job Change Form for all hires, re-hires, promotions, demotions, transfers, etc., being processed through Team Minneapolis.
 - a. **New Hire Information:** A new hire will still need to complete the Emergency Contact information, Confidential Data Form, W-4, and direct deposit through HRIS Employee Self-Service.
 - b. **Healthcare Marketplace Notice:** **ALL** new hires must be given this notice no later than their first day of employment.